

Appendix #4 Bolton Central School District Wide Safety Plan

**Communicable Disease Continuation of Operations Plan
*Public Employer Health Emergency Planning***

**Bolton Central School District
14 Horicon Avenue
Bolton Landing, New York 12814**



ACTION	DEADLINE	COMPLETION DATE
Draft Plan Sent to Unions and Labor Management Committees: <ul style="list-style-type: none">• Bolton Teachers Association• Warren County Civil Service Employees• Bolton Support Personnel Association• Bolton Central School Health and Safety Committee	February 4, 2021	January 28, 2021
Written Response to Labor Union Comments, if applicable	February 24, 2021	NA
Plan Approval Date	April 1, 2021	February 24, 2021
Included in District-wide School Safety Plan	September 1, 2021	March 18, 2021
District's COVID-19 Coordinator: Michael Graney, School Superintendent Email: mgraney@boltoncsd.org Phone: 518 644-2400		

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Background and Compliance

On September 7, 2020, NYS Governor Cuomo signed legislation (S8617B/A10832) requiring plans to protect public workers in future health emergencies. The law requires state and local governments and school districts to plan for future state disaster emergencies involving a communicable disease, including protections for essential workers and protocols for securing PPE (personal protective equipment). New York State defines a communicable disease as an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or through an animal, vector or the inanimate environment to a susceptible animal or human host.

This plan is developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law, School Safety Plans, Section 2801-A. Section 2801-A, Section 2, paragraph m states, "protocols for responding to a declared public health emergency involving a communicable disease that are substantially consistent with the provisions of section twenty-seven-c of the labor law", must be added to the comprehensive district-wide safety plan. These laws were amended by the passing of legislation S8617B/A10832.

All NYS public employers must create plans to adequately protect workers in the event of another state disaster emergency involving a communicable disease. The plans apply to both the state and localities, including school districts. Plans must be submitted to public unions and labor management committees within 150 days, on or before February 4, 2021, and plans need to be finalized no later than April 1, 2021. The plan is presented to the district's labor unions and labor management committees to be given an opportunity to review the plan and make recommendations. Nothing precludes the district's labor unions and labor management committees from making such recommendations prior to the draft being completed. The employer must consider and respond to any recommendations in writing within a reasonable timeframe. The district provides the plan and feedback within the deadlines to ensure compliance with the April 1, 2021 finalized plan dead line.

A copy of the plan's final version must be published in a clear and conspicuous location, and in the employee hand-book, and on the district's website or an employee-only accessible internet link. No employer shall take retaliatory action or otherwise discriminate against any employee for making suggestions or recommendations regarding the content of the plan.

Nothing in this plan shall be deemed to impede, infringe, diminish or impair the rights of a public employee or employer under any law, rule, regulation or collectively negotiated agreement, or the rights and benefits which accrue to

employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

Operation Plans Must Include:

- List and description of positions considered essential
- Descriptions of protocols to follow to enable all non-essential employees to work remotely
- Description of how employers would stagger work shifts to reduce overcrowding
- Protocols for PPE
- Protocol for when an employee is exposed to disease
- Protocol for documenting hours and work locations for essential positions
- Protocol for working with essential position localities for identifying emergency housing if needed
- Any other requirement determined by the New York State Department of Health, such as testing and contact tracing

Purpose | Scope | Situation Overview | Assumptions

Purpose

The plan includes the identification of essential positions, protocols for documenting hours and work locations for essential positions, facilitation of remote work for non-essential positions, facilitation of staggered work shifts to reduce overcrowding, provision of personal protective equipment, protocols for working with essential position localities for identifying emergency housing if needed, protocols for employee disease exposure, and protocols for supporting contact tracing and testing.

Scope

This plan is applicable to the **Bolton Central School District**. This plan is for use during a declared public health emergency in New York State that may impact school district operations, is in the interest of the safety of the district’s employees and contractors, and the continuity of district operations. While this plan must focus on employees and contractors, all efforts also support the interests and welfare of our students, parents/guardians and school community. The health and safety of our students, our staff and their families is our top priority.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended NYS laws to support

continued resilience and mitigation of the spread of COVID-19 and any other infectious disease(s) that may emerge and cause a public health emergency declaration.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations, while supporting the health and safety of our students, parents/guardians and school community. For the most current pandemic guidance, all employees and contractors are encouraged to use the following resources:

- NYS Department of Health Coronavirus COVID-19 [website](#) and [MasterGuidance](#)
- NYS Education Department Coronavirus [website](#) and [guidance](#)
- CDC Coronavirus (COVID-19) [website](#) and [SchoolGuidance](#)
- **Bolton Central School** COVID-19 *Reopening Schools* website <https://www.boltoncsd.org/covid-19-reopening-plan>

The district is prepared to pivot to other guidance in the event of future communicable disease pandemics to be reflected in this plan if/when the time comes.

The fundamentals of reducing the spread of infection include:

Health Hygiene

The district emphasizes healthy hygiene practices for staff and contractors by providing initial and refresher education in hand and respiratory hygiene, along with providing adequate supplies and time for frequent hand hygiene. Signs are posted throughout the school (e.g., entrances, restrooms, cafeteria, classrooms, administrative offices, auditorium, and custodial staff areas) and regular messaging is shared with the school community.

Health Checks

The district has resources to educate staff members and contractors regarding the careful observation of symptoms of COVID-19 and health screening measures that must be conducted each morning before coming to school.

Hand Hygiene

- Wash hands routinely with soap (any kind) and water for at least 20 seconds.
- Dry hands completely after washing. Use paper towels to dry hands if available instead of a hand dryer if they are available.
- If soap and water are not available, use an alcohol-based hand sanitizer that is at least 60% alcohol. Hand sanitizer should be rubbed on the hands until it is completely absorbed. DO NOT dry hands if sanitizer is used.

Hand washing should occur:

- Before and after eating (e.g. snacks and lunch)
- After going to the restroom or after assisting a student with toileting
- After using a tissue
- Before and after using shared materials
- Before and after putting on or taking off face masks
- After coming in from the outdoors
- Anytime hands are visibly soiled

Respiratory Hygiene

- Cover a cough or sneeze using a tissue. If a tissue is used, it should be thrown away immediately
- If you don't have a tissue when sneezing or coughing, sneeze into your elbow
- Wash your hands after sneezing or coughing
- Face coverings are protective; wearing a face covering keeps the respiratory droplets and aerosols from being widely dispersed into the air

Social Distancing

- The district has a plan with policies and procedures for maintaining social distancing of all faculty, staff and contractors when on school facilities, grounds and transportation
- If social distancing of 6 feet cannot be maintained, proper face coverings must be worn in common areas such as hallways or school buses; or those medically unable to wear face coverings, proper social distancing along with proper physical PPE is assured

Symptoms:

- At School - If feeling ill or have a fever, individuals will be directed to a dedicated isolation area in the school where they will be attended to by the School Nurse. Students and or staff are referred to a healthcare provider and provided resources on COVID-19 testing
- Not At School - Staff and contractors should notify their school nurse and/or principal by phone when they develop symptoms or if their answers to the questionnaire change during or outside school hours

Cleaning and Disinfecting

- The district ensures adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19," and the "STOP THE SPREAD" poster, as applicable; cleaning and disinfection logs are maintained that include the date, time, and scope of cleaning and disinfection

Infection Control Strategies

- Infection control strategies include the reduction of the number of individuals in buildings and classrooms, plastic separators to increase social distancing, alcohol-based hand rub dispensers where handwashing stations are not available, access to outdoor paths for travelling around campuses, and one

way pedestrian traffic patterns for stairwells to relieve congested stairwells and corridors

- Any changes in enrollment that have the potential to limit the ability to social distance are remedied by changes to the space itself or changes to the master schedule. This could result in the relocation of classes to other parts of a building or potentially a relocation of grade levels to other buildings within the district or to approved space in a community facility.

Facility Alterations and Acquisition

- The district has considering the addition of barriers to certain classrooms where social distancing cannot be achieved in all areas.

Space Expansion

- At this time the district has adequate classroom space. If expansion of classroom space is deemed necessary the district will explore options for renting space from local institutions.

Plumbing Facilities and Fixtures

- Utilize only those drinking fountains that are equipped with bottle-filling stations. All traditional drinking water fountains are disabled to prevent usage.

Ventilation

- The district worked with its engineers and architects to confirm that all classrooms in the district have the ability to meet or exceed code mandated ventilation rates in all classrooms. In addition to meeting these code requirements, the district is replacing unit ventilation filters every four months instead of twice per year.

Other guidance as published by the Center for Disease Control (CDC), NYS Department of Health, NYS Education Department, and local County health officials.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus/COVID-19 pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors is of utmost importance.
- The circumstances of a public health emergency may directly impact the district's operations.
- Impacts of a public health emergency take time for to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety.

- The public and the school community expects the district to maintain a level of mission essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in services.
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor.
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job.
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job.

Concept of Operations

The School Superintendent of **Bolton Central School District**, or their designee, holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the School Superintendent.

Upon the determination of implementing this plan, all employees and contractors of **Bolton Central School District** are notified by email, automated voice messaging and the district's website with details provided as possible and necessary, with additional information and updates provided on a regular basis. The district's Collective Bargaining Units are notified of pertinent operational changes by way of email and automated voice messaging. Other interested parties, such as vendors/contractors, are notified by phone and/or email as necessary. The District Superintendent, or their designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The School Superintendent of **Bolton Central School District**, or their designee, maintains awareness of information, direction, and guidance from Warren County Public Health officials, NYS Education Department and the Governor’s office, and directs the implementation of changes as necessary.

Upon resolution of the public health emergency, the School Superintendent of **Bolton Central School District**, or their designee, directs the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, the district is committed to ensuring that essential functions are continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

- 1. Maintain the safety of employees, contractors, and students
- 2. Provide vital services
- 3. Provide services required by law
- 4. Sustain quality operations
- 5. Uphold the core values of the school district

The district has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended or provided virtually to enable the district to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, parents/guardians, and students, and other stakeholders is an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of one function to others
- The recovery sequence of essential functions and their vital processes

The mission essential functions for the school district have been identified as:

Essential Function	Description
District Administrative Team	Provide supervision of employees performing mission essential functions in the schools and buildings and provides PPE and disinfection supplies.
Faculty	Provide structured academic programs to students in a safe learning environment.

Food Service	Provides school meals to all students, including those attending school in-person and those learning remotely.
Clerical Staff	Responsible for answering phones, providing support to building administrators, respond to emails, greeting visitors, assisting in building sign-in procedures, accepting deliveries and help disseminate mail.
Transportation Department	Responsible for the safety and efficient operation and maintenance of the transportation department. Coordinates with the Food Service Manager on meal deliveries. Cleans and disinfects district vehicles used for meal deliveries.
Custodial/Maintenance Department	Provide the upkeep the campus during remote work and learning and ensures that all buildings and grounds are properly maintained, regularly cleaned and disinfected as necessary to ensure the safety of school community members.
Special Education	Provides extended school year (ESY) special education programs and services.
Information Technology (IT)	Provides hardware and software for staff and students to facilitate continued education in remote learning environments necessary for continuity of instruction and education. Also responsible for troubleshooting technical issues that may arise during the distance learning process, the offering of the best practices in communication to ensure that students are able to access curricular materials and for helping staff members disseminate information related to both academic and social-emotional education.
Construction Projects	Continues in-progress and scheduled construction work including alterations, renovations and/or additions throughout the district.

Essential Positions

Each essential function identified above requires certain essential positions on-site to effectively operate. The table below identifies the job titles that are essential positions to be staffed on-site for the continued operation of each essential function. While some functions and associated personnel may be essential, some can be conducted remotely and are not identified in this section.

The district’s list and description of positions and titles considered essential and the respective justification for consideration are as follows:

Essential Function	Essential Positions and Job Titles	Justification: Why this position must be staffed on-site
District Administrative Team	Superintendent of Schools Business Official Principal Safety Officer	The Superintendent and Business Official establish all priorities for district-wide tasks and oversee Directors and Supervisors.

	Clerical Staff	
Faculty	Teachers Teaching Assistants	The district requires the flexibility to have teachers work from either home or school depending on the current and specific circumstances of the pandemic. This would include the availability of technology crucial to successfully facilitate remote learning.
Food Service	Food Services Director Food Service Worker	The Food Service Workers make and package the school meals required when school is remote.
Transportation Department	Transportation Supervisor Bus Driver Bus Monitor Bus Attendant Bus Mechanic	The Transportation Supervisor establishes all priorities for Bus Drivers, Bus Monitors and Bus Mechanics, and communicates with parents/guardians as needed. Bus Drivers deliver meals and/or transport extended school year (ESY) special education students. Bus Monitors and Bus Attendants ride buses with ESY special education students as needed. Bus Mechanics maintain the fleets/vehicles needed to transport EYS students and meal deliveries.
Custodial/Maintenance Department	Custodial/Maintenance Supervisor Custodial Cleaner	The Custodial/Maintenance Supervisor establishes district-wide priorities for the buildings and grounds, oversees the Custodial Staff, Maintenance Staff and Grounds Staff, and orders maintenance and custodial supplies. The Custodial Supervisor establishes all priorities for the custodial department, oversees any ongoing construction projects, and oversees all Custodians. The Maintenance Staff maintain the schools and other district buildings. The Head Custodians establishes school-specific priorities and oversees their cleaners. The Cleaners provide the enhanced cleaning and disinfecting in occupied areas.
Special Education	CSE/CPSE/Section 504 Chairperson School Psychologist Special Education Teacher OT Speech Therapist Special Education Aide	The CSE/CPSE/Section 504 Chairperson establishes district-wide priorities for the Special Education Services Department during the school year, as well as for the extended school year. The Bolton Central School District will be flexible and will consider employing a variety of delivery options in regards to academics and special education services as reasonable efforts are

		<p>made to provide services to students with disabilities in a safe and effective manner. During times where, normal operations of business are disrupted by confronting events, Bolton Central School District may provide special education services on-site at Bolton Central School if deemed necessary and appropriate. If special education services are to be provided on-site at Bolton Central School at a time where the normal operations of business are disrupted by confronting events, the following positions will be responsible for providing the on-site special education services at Bolton Central School:</p> <p>The special education teachers will provide special education services to students during the school year, as well as during the extended school year for those students who are determined to be eligible by the Committee on Special Education for extended school year services.</p> <p>The occupational therapist, speech and language pathologist, and school psychologist will provide therapies and related services to students during the school year, as well as during the extended school year for those students who are determined to be eligible by the Committee on Special Education for extended school year services.</p> <p>The special education aides will provide assistance to students receiving special education services.</p>
Information Technology (IT)	IT Supervisor IT Staff	<p>The Supervisor establishes all priorities for IT tasks and organizes staff. IT staff members provide support in setting up hardware and software, network management, and help desk support.</p>
Construction Projects	Architect Engineer Contractors Sub-Contractors Project Manager Clerk-of-the-Works Construction Workers	<p>The Architects, Engineers, Contractors, Sub-Contractors, Project Managers and Clerk-of-the-Works provide oversight of all construction.</p> <p>The sub-contractors and construction workers perform the day-to-day construction work.</p>

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

Remote Work Protocols

Individuals classified as non-essential employees and contractors able to accomplish their functions remotely are enabled to do so at the greatest extent possible. The Superintendent of Schools will make a determination regarding remote work capabilities if it is not feasible for employees to conduct their duties on site. Working remotely requires:

1. Identification of staff who could be required to work remotely or who are on standby as needed.
 - a. All other employees and contractors not listed in the above charts are able to work remotely: Administrators, Department Chairs, Support Staff, Teachers, Teacher Aides, Registrar, Communications Specialist, Community Liaison/Employee Services/Continuing Education/Diversity Officer, School Resource Officer, Distance Learning Coordinator, School Business Administrator, Tax Collector, Athletic Director, Committee on Special Education (K-12) Chairperson, Committee on Pre-School Special Education Chairperson, Continuing Education Program, Diversity Officer, CIO & Data Privacy Officer, Staff Development Coordinator, School Nurse, Guidance Staff, Librarian, Psychologist, Social Worker, School Counselor
 - b. Some employees on standby in the event they are needed but are not at work: Bus Drivers, Bus Monitors, Bus Attendants, Bus Mechanic, Food Service Workers
2. Approval and assignment of remote work
 - a. The district uses their chain of command to approve and assign remote work. Employees and contractors with any questions or concerns communicate with their supervisor for direction and answers. The goal of working remotely is to ensure employees and contractors can accomplish their duties.
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop or Chromebook
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
 - Phone lines may need to be forwarded to off-site staff
 - Off-site employees and contractors may need to use their personal phone/cell phones
 - f. The district is fully one-to-one for grades PK-12 using Chromebooks and iPads. A survey of our families in the spring of 2020 revealed that

96% of homes had high-speed internet connections. For families who do not have high-speed internet connections, the district provides printed materials to students on a weekly basis. Due to unreliable cell phone service providing a hot spot is not currently an option.

- g. Staff-Only Days: The school calendar may include several staff-only days after an extended school shutdown and before students arrive at school. Acknowledging the challenges that our teachers and staff face delivering remote instruction under stressful circumstances, the district focuses such in-service days on providing support to staff in the areas of COVID safety, social-emotional health, remote learning pedagogy, and technology integration.

4. Instructional Options:

- a. When feasible, In-Person Instruction Grades PK-5
- b. When feasible, In-Person Instruction Grades 6-12
- c. Hybrid Model
- d. Pivoting to Fully Remote Instruction

5. Special Education

- a. The district provides, to the greatest extent possible, each student with a disability, the special education and related services, identified in the student's IEP.
- b. The district's Committee on Preschool Special Education and Committee on Special Education collaborates with program providers representing the variety of settings where students are served, to review the effectiveness of service delivery and student progress, remain informed of planned activities for instruction and related services as well as to identify shared resources, materials and technology that may be available to students, as appropriate. This is accomplished through the CSE/CPSE/Section 504 Chairpersons participation in monthly regional BOCES Chairpersons meetings, County Preschool Providers meetings and regular outreach to all private school directors and service providers.

6. Social Emotional Well-Being

- a. The district recognizes that the social emotional well-being of our staff during these challenging times is critically important. The district has available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff.

7. Vulnerable populations/accommodations

- a. The district recognizes that some staff members and contractors are at an increased risk for severe COVID-19 illness, live with a person who is at an increased risk, or simply do not feel comfortable returning to an in-person

educational environment. The goal is that these individuals are able to safely participate in educational activities. Staff members who are at an increased risk are given first preference in job assignments which allow them to carry out their responsibilities from home. Employees at increased risk who are not able to be provided with a remote job are given the opportunity to explore additional accommodations at work including additional PPE or an unpaid leave of absence.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management identifies opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the district ensures that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours are staggered
2. Approval and assignment of changed work hours

The details to implement the steps identified above are as follows:

Positions & Job Titles with Staggered Work Hours	Approval by	Building Access	Utilities Access (heat, lights, restrooms)	Building Security
Custodians and Cleaners to work Split shift (AM/PM)	Custodial Supervisor or Business Manager	Door swipe access card	Available entire shift	Leaves building before final security check
Clerical Workers Split shift (AM/PM)	Business Manager	Door swipe access card	Available entire shift	Leaves building before final security check
Food Service Worker	Food Services Manager or Business Manager	Door swipe access card	Available entire shift	Leaves building before final security check
Bus Drivers	Transportation Supervisor or Business Manager	Door punch code	Available entire shift	Leaves building before final security check

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important in supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Eye Goggles or Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning and disinfecting supplies are not PPE, there is a related need for these supplies used to clean and disinfect surfaces, as well as hand soap and hand sanitizer for hand hygiene. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, these supplies are included in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each person in an essential position and contractor during any given work shift for at least six months
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner that prevents degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

Identification of PPE Needs

The details to implement these steps during the essential function period are as follows:

Essential Employee Job Titles and Contractors	Location	PPE per Supervisor's Hazard Assessment	Total Number of Employees and Contractors
Superintendent of Schools Administrative Assistant Business Official Accounts Clerk Safety Specialist	District Office	Face Coverings Disposable Gloves	6
Principal Clerical Staff Receptionist	Front Office	Face Coverings Disposable Gloves	5
Food Services Director Food Service Worker	Kitchen	Face Coverings Disposable Gloves	3
Transportation Director Bus Driver Bus Monitor Bus Attendant Bus Mechanic	Bus Garage	Face Coverings Disposable Gloves Goggles or Face Shields**	6
Custodial/Maintenance Supervisor Maintenance Staff Custodian Cleaner Grounds	District-wide	Face Coverings Disposable Gloves Goggles or Face Shields**	5
Special Services Director Special Education Teacher OT PT Speech Therapist Special Education Aide	District-wide	Surgical Masks Face Coverings Disposable Gloves Goggles or Face Shields** Disposable Gowns	3
IT Supervisor IT Staff	District-wide	Face Coverings Disposable Gloves	1
Architect Engineer Contractors Sub-Contractors Project Manager Clerk-of-the-Works Construction Workers	District-wide	Face Coverings	TBD
Teaching and Support Staff	District-wide	Face Coverings Disposable Gloves	44

*District-wide means [Main School Building PK-12]

**Face shields worn without other face coverings are not considered adequate protection against COVID-19 and should not be used alone.

Procurement of PPE

PPE Suppliers and Backup Suppliers	Cleaning & Disinfectant Suppliers & Backup Suppliers
Amazon https://www.amazon.com/	Share Corporation https://www.sharecorp.com/
Oriental Trading Company https://www.orientaltrading.com/	Hillyard Chemical https://www.hillyard.com/Pages/default.aspx

Health concerns, confinement measures and border closures adopted in the wake of the Covid-19 crisis caused severe disruption in the supply and distribution chain of goods, works and services that the public-sector needs. The consequence is that, in many cases, a public buyer may find that there is only one supplier able to deliver the material it requires. In the best of cases, there may be a limited pool of suppliers with delivery capacity, but no time for the buyer to run a competitive procurement process due to the urgency of the needs to be covered. In these cases, buyers may need to directly negotiate and buy from supplier(s) that have capacity a.k.a. "direct awards". The Covid-19 pandemic is such a major global public health emergency that when certain conditions are met it may justify direct awards. Procurements to address potential future needs or cover needs not related to, or affected by, the pandemic do not justify a direct award, unless there is, in each case, a demonstrable justification linked to emergency reasons.

Purchasing is centralized in the business office under the general supervision of the Purchasing Agent(s) designated by the Board. The district follows its purchasing policies (PROCUREMENT OF GOODS AND SERVICES – Policy 5411)

<https://www.boltoncsd.org/common/pages/DisplayFile.aspx?itemId=1171692>

including emergency procurement procedures. During times of supply shortages, the district may need to make purchases using numerous options, including but not limited to, NYS OGS state contracts, written quotes, verbal quotes when written quotes would delay supply acquisition, and/or cooperative purchasing if feasible in time of shortages (e.g., BOCES, other school districts, municipalities, etc.).

The district's Administrative Team routinely evaluates the internal structures and policies used to manage and procure acquisitions during pandemics and public health emergencies.

Storage, Access, and Monitoring of PPE Stock

Location	PPE Bulk Storage stored in a manner to prevent degradation	PPE Immediate Access Storage stored in a manner to prevent degradation	Stock Monitoring Provided by	Stock Ordering Provided by
Main School PK-12	Maintenance Storage Building	Nurse's Office Custodial Supervisor Office Custodial Storage Room	School Nurse Safety Specialist Custodial Supervisor Business Manager or designee	Business Manager or designee
Transportation	Maintenance Storage Building	Bus Garage Office	Department Supervisor Safety Specialist	Business Manager or designee

For PPE quantities guidance refer to the charts below from NYSED's *Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools*

DISPOSABLE MASKS

Initial recommended quantities per 100 individuals per group per school

Group	Quan- tity per 100 per group	12-week Supply at 100% At- tendance	12-week Supply at 50% At- tendance	12-week Supply at 25% At- tendance	Assumptions
Students	100 masks per week	1,200	600	300	1 disposable mask per week per student (to supplement the cloth masks provided by par- ent/guardian).
Teachers and other staff	500	6,000	3,000	1,500	5 disposable masks per week per teacher.
School nurses and health pro- viders	1,000	12,000	6,000	3,000	10 disposable masks per week per school nurse.

MATERIALS FOR STAFF MEMBERS WILL WHO MAY BE IN HIGH-INTENSITY CONTACT WITH STUDENTS OR HANDLING WASTE MATERIALS

Initial recommended quantities calculated per 1 staff (e.g. nurses, custodians, and some special education teachers and other staff)

Item	1-week Supply for 1 Staff	12-week Supply	Assumptions
Disposable Nitrile Gloves	10	120	10 pairs disposable nitrile gloves per week, per staff.
Disposable Gowns	10	120	10 disposable gowns per week, per staff.
Eye Protection	2	n/a	2 re-usable eye protection per staff total.
Face Shields	2	n/a	2 reusable face shields per staff total.
Waste Disposal Medium	1	n/a	1 unit per staff total.
N-95 Ventilating Masks* Note: N-95 masks are recommended <i>only</i> if staff will be in contact with a suspected COVID-19 positive case and/or performing aerosol-generating procedures	10	120	10 N-95 masks per week, per staff.

Management of Ill Persons, COVID-19 Testing, Contact Tracing and Monitoring

Management of Ill Persons

The School Superintendent serves as the district's COVID-19 Coordinator. The Coordinator works closely with the Warren County Health Services as well as NYSED and NYSDOH. They serve as a central contact for schools and stakeholders, families, staff and other school community members on matters related to COVID-19 procedures and ensures the district is in compliance and following the best practices per state and federal guidelines.

Employees and contractors who develop COVID-19 symptoms must report them to their supervisor and the School Nurse as soon as possible. If they are at work/school and a school nurse is not on-site, they must immediately leave the school property to go home or seek medical attention.

The district requires employees and contractors who develop COVID-19 symptoms during the school day to report to the nurse's office whenever a school nurse is on-site. If there are several people waiting to see the school nurse, they must wait at least 6 feet apart. The district has designated an isolation room to separate individuals with symptoms of COVID-19 from others until they can go home or to a healthcare facility, depending on severity of illness. The Health Office is used to treat injuries, provide medications or nursing treatments, and The Isolation Room is used for assessing and caring for ill people. Both areas are supervised by an adult and have easy access to a bathroom and sink with hand hygiene supplies. The school designated waiting areas have been retrofitted with PPE to provide the isolation described above for people waiting to be sent home with symptoms of COVID-19.

If Employees or Contractors become Ill with Symptoms of COVID-19 at School
The district requires students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly home and are referred to a healthcare provider and provided resources on COVID-19 testing.

If Employees or Contractors become Ill with Symptoms of COVID-19 at Home
Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.

Return to Work at School after Illness

The district has established protocols and procedures, in consultation with the local health department, about the requirements for determining when individuals, who screened positive for COVID-19 symptoms can return to the in-person environment at school. This protocol includes:

- Documentation from a health care provider following evaluation
- Negative COVID-19 diagnostic test result
- Symptom resolution, or if COVID-19 positive, release from isolation

The district refers to New York State Department Of Health's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19. The district requires that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person work. The discharge of an individual from quarantine and return to school is conducted in coordination with the local health department.

REMINDER: Some school employees and contractors are identified by their essential positions and may be needed on-site for the continued operation of each essential function. However, individual school employees and contractors are **NOT** "essential workers" and must quarantine whenever a quarantine is required.

COVID-19 Testing

The decision of whether a test needs to be conducted is determined by the employee's or contractor's physician, the school physician, or the county department of health.

In the event that a large-scale testing needs to be conducted at the school, the district administration consults with Warren County Public Health to develop and coordinate testing procedures. A secondary resource for consulting is the Hudson Headwaters Health Network Bolton Health Center.

Contact Tracing

The district notifies the state and local health department (Warren County Public Health) immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors of the district.

To assist the local health department with tracing the transmission of COVID-19, the district developed and maintains a plan to trace all contacts of exposed individuals in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program.

Districts may assist with contact tracing by:

- Keeping accurate attendance records employees and contractors
- Ensuring schedules are up to date
- Keeping a log of any visitor which includes date and time, and where in the school they visited
- Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program

Confidentiality must be maintained as required by federal and state laws and regulations. School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local health department.

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. If possible, these employees are permitted to work remotely during this period of time if they are not ill.

Cleaning and Disinfecting

NYS Department of Health, NYS Education Department and CDC/public health guidelines are followed for cleaning and disinfection of surfaces and areas.

The district ensures adherence to hygiene, and cleaning and disinfection requirements as advised by the CDC and DOH, including "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19," and the "STOP THE SPREAD" poster, as applicable. Cleaning and disinfection logs are maintained that include the date, time, and scope of cleaning and disinfection.

Examples of facility types where cleaning and disinfection frequency will be distinguished include Bathrooms; locker rooms (when applicable); Health offices, isolation rooms; Administrative offices (main office, reception area); Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.); Breakrooms; Cafeterias/Kitchens; Computer labs; Science labs; Classrooms; Maintenance offices and work areas; Bus Garage; Buses, school vehicles; Libraries; Large meeting areas (auditoriums, gymnasiums, music rooms); Playgrounds (cleaning only); Outdoor seating areas (plastic or metal).

Employees and contractors are trained on proper hand and respiratory hygiene, and such information. The district provides and maintains hand hygiene stations around the school, as follows:

- For handwashing: soap, running warm water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Accommodations are made for those who cannot use hand sanitizer.

The Cleaners and Custodians provide regular cleaning and disinfection of the facilities, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces and shared equipment. This includes desks and cafeteria tables, which should be cleaned and disinfected between each individual's use. Cleaning and disinfection is rigorous and ongoing and occurs at least daily, or more frequently as needed. The district ensures regular cleaning and disinfection of restrooms. Restrooms are cleaned and disinfected more often depending on frequency of use.

If possible, employees and contractors clean their own workspace "high touch" surfaces in the beginning, middle, and end of their shifts, at a minimum using district supplies such as disposable cleaning and disinfecting wipes.

Staff tasked with cleaning and disinfecting areas are issued and required to wear PPE appropriate to the task. Soiled surfaces are cleaned with soap and water or a cleaning product before being disinfected. Surfaces are disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface. Staff follow instructions of cleaning products to ensure safe and effective use of the products.

Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Case

The Custodial Department provides the cleaning and disinfection of exposed areas, high-touch surfaces and shared equipment in the event an individual is confirmed, known or suspected to be infected with a communicable disease such as COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces. If someone is suspected or confirmed to have COVID-19, the district's Cleaners and Custodians follow CDC guidelines on "Cleaning and Disinfecting Your Facility", as follows:

- Close off areas used by the person who is suspected or confirmed to have COVID-19.

- The district does not necessarily need to close operations, if they can close off the affected areas (e.g., classroom, restroom, hallway), but they do consult with the Warren County Health Services.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning and disinfecting, unless waiting 24 hours is not feasible, in which case, wait as long as possible.
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected, it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection continues.

Employee and Contractor Leave

Employee Leaves of Absence are outline in the following Board Of Education Policies:

- Leave Of Absence #6550 revised 2020
- Family and Medical Leave Act #6551 revised 2017
- Current Collective Bargaining Agreement between district negotiating entities and The Board Of Education

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the district, and as such are not provided with paid leave time by the district, unless required by law.

Note: Federal and State regulations regarding extended leave due to a public health emergency which is signed into law will be reflected above.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work and off-site visits. This information may be used by the district to support contact tracing within the organization and may be shared with local public health officials. Tracking methods

are designed only to aid in tracking of the disease and to identify the population of exposed employees and contractors in order to facilitate the provision of any benefits which may be available to certain employees and contractors on that basis.

The district’s protocols for documenting precise hours and work locations, including off-site visits, for essential employees and contractors are outlines below:

Means and Methods of Tracking On-Site and Off-Site Hours and Work Locations	Terms and Conditions Used	When and How the Information is Used	Title of Person Responsible for Handling and Managing the Information
Paper-based Sign-in Logs and time cards	Upon entering and exiting the facility or traveling to and from off-site locations	Documenting date, time and location in the facility or off-site location	Superintendent of Schools, Business Manager and Principal

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner that helps prevent the spread of the communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the district’s essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, to help identify and arrange for these housing needs the district coordinates with the:

**Warren County Office of Emergency Services
1340 U.S. 9, Lake George, NY 12845
(518) 761-6240**

Contacts:

**Ann Marie Mason, Director
(518)824-6652**

**Amy Drexel, Emergency Services Coordinator
(518) 761-6490**

The district employee coordinating this shall be the School Superintendent or designee.